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*Rewritten by Mr.*  
*and signed by DCI*  
*14 March 56 140256*

ILLEGIB

Honorable Wayne L. Hays  
 Chairman, Subcommittee to  
 Investigate Federal  
 Printing  
 House of Representatives  
 Washington 25, D. C.

Dear Mr. Hays:

I am pleased to furnish you the following information on forms management and other paperwork management activity in the Central Intelligence Agency, as requested in your letter of March 1, 1956.

A forms management program was instituted by our predecessor, the Strategic Services Unit, in 1946. It is a continuous reduction in cost management improvement program which includes all the elements of forms management recommended by the Hoover Commission. However, the recommendations of the Hoover Commission regarding paperwork imposed on private industry are not generally applicable to this Agency.

The effectiveness of our Forms Management Program has steadily increased. Savings have been directly proportional to the number of forms brought under the examination of our staff. For example, while bringing 88% more forms under control by 1955 than were controlled in 1953, we reduced by 52% the average number of copies printed per form. During the same period the number of requests for reprinted forms was proportionally reduced. These actions have materially lowered the cost of printing, procuring and distributing forms, and permitted our staff to direct more attention to the essentiality, design, and functional use of forms. Substantial savings have resulted from our Forms Management Program.

Forms management is but one segment of our paperwork management activity. In 1950 compliance with the Federal Records Act was achieved by establishing programs for control over the creation, maintenance and use, and disposition of records. Today we have a substantially integrated system for paperwork management which consists of active programs in:

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D R A F T

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Office business machines  
Regulations control  
Forms management  
Correspondence management  
Reports management  
Vital materials  
Microfilming  
Records systems, including office filing and  
mail operations  
Filing equipment and supplies standardization  
and utilization  
Records disposition

These programs are administered on a decentralized basis.  
Overall direction and coordination is rendered by the Chief of my  
Management Staff.

I feel that we are making excellent progress in meeting the  
standards recommended by the Hoover Commission. This was borne  
out in a classified report which compared the operations and  
accomplishments of our Records Management Program with the findings  
and recommendations of the second Hoover Commission. If you wish  
I shall have prepared for you an unclassified resume of this report.

I am enclosing descriptive material on several elements of our  
Records Management Program. If you desire additional information to  
assist you in your study, please call Mr. Norman S. Paul my  
Legislative Counsel, on code 143, extension 734.

Sincerely,

Allen W. Dulles  
Director

Enclosures (4)

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